

UNITED STATES DEPARTMENT OF AGRICULTURE

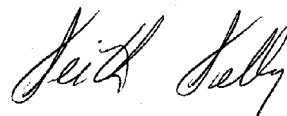
Farm Service Agency
Washington, DC 20250

Notice AO-1230

For: State Offices, Kansas City Offices, and APFO

FSA Conference for STC Chairpersons (STCC's) and SED's

Approved by: Administrator



1 Overview

A

Background

A National Conference will be held September 27 through September 29, 2000.

Registration will be Wednesday, September 27 from 7 a.m. to 8 a.m., and the conference will begin at 8 a.m. on September 27 and end at 4 p.m. on September 29.

The conference will be held at the Sheraton Barceló Hotel Annapolis, 173 Jennifer Road, Annapolis, Maryland.

The conference is being held to discuss:

- agricultural issues
- farm program and farm loan programs
- budget and staffing
- Civil Rights
- Consent Decree activities
- SED Leadership Council recommendations
- ethics regulations and Hatch Act provisions.

B

Purpose

This notice invites STCC's and SED's to the conference.

C

**Conference
Activities**

A proposed agenda complete with all conference activities, in addition to the general sessions, will be sent under separate cover.

Disposal Date

December 1, 2000

Distribution

State Offices, Kansas City Offices, and APFO

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2 Hotel and Travel Authorization Information

A

Hotel Information

Reservations must be made immediately by calling the Sheraton Barceló Hotel directly at 410-266-3131 by September 13, 2000, or be subject to regular rates. Participants need to specify that they are with the USDA, FSA Conference for STCC/SED, to get the conference rate of \$110.88, tax inclusive. (Claim tax under the miscellaneous item on your vouchers).

Reservations can be guaranteed by using credit cards for 1 night's room charge by September 13.

Persons with disabilities who require accommodations to attend or participate in this conference should notify the airlines and hotel directly.

B

Travel Authorization

Travel is authorized for expenses not to exceed \$152.88 a day for attendance at this conference (\$110.88 lodging, plus \$42 M&IE).

Travel for State participants, **excluding spouses and guests**, shall be charged to Washington-controlled State travel.

Rental cars are not authorized.

Make airline reservations as soon as possible to arrive at Baltimore International Airport on Tuesday, September 26, no later than 5 p.m.

Participants shall not schedule return flights before 4 p.m. on Friday, September 29.

Note: Participants should use the Super Shuttle from Baltimore International Airport to the hotel. The shuttle service is located outside the baggage claim area and costs about \$20 per person 1 way. The hotel is located about 45 minutes from the airport.

C

Contacts

Contact Janet Foster at 202-720-0203 or Arlene Hicks at 202-720-3407, MSD, about:

- payments
 - tickets
 - other accommodations.
-

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3 Action

A

Conference Action

Conference attendees shall register according to this table.

Step	Action
1	<p>Each STCC, SED, and any USDA employee who will be attending any portion of the conference/activities must complete the registration form (Exhibit 1).</p> <p>Note: The registration form is available from either of the following:</p> <ul style="list-style-type: none">the FSA-BBS Forms Library, file name: fsaconfthe FSA Forms On-Line Website at http://www.fsa.usda.gov/dam/forms/fsaforms.asp. <p>Information for spouses and/or guests who will be attending any or all conference activities must be provided in Exhibit 1, Part B.</p> <p>Note: The Social Security number and birth date for each individual who will be attending any portion of the conference/activities are required.</p>
2	<p>Make a check payable to the FSA National Conference in the amount of \$65 for each STCC, SED, spouse, guest, and any USDA employee attending all conference activities.</p> <p>Note: If not attending all conference activities, pay the itemized total computed in Exhibit 1, Part C.</p>
3	<p>Mail check and registration form to USDA/FSA/MSD/RCS, Portals Bldg, Room 510, Stop Code 0564, 1400 Independence Avenue, S.W., Washington, DC 20250-0564 by September 18.</p>

B

MSD Action

MSD shall:

- maintain a record of all attendees, their payments, and activities
 - issue tickets. Tickets will be provided to STCC's, SED's, and USDA employees at registration on Wednesday, September 27.
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2000 National Conference Registration Form

REPRODUCE LOCALLY. Include form number and date on all reproductions.

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

FSA CONFERENCE FOR STCCS AND SEDS

PART A - REGISTRATION INFORMATION

1. SOCIAL SECURITY NO.	2. PREFERRED PREFIX (Check) <input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MS. <input type="checkbox"/> DR. <input type="checkbox"/> OTHER (Specify):		
3. DATE OF BIRTH	4. FIRST NAME (No initials or nicknames)	5. LAST NAME	6. SUFFIX (Jr., Sr., etc.)
7. TITLE		8. NAME OF ORGANIZATION	
9. OFFICE ADDRESS Street		City	State Abbr. ZIP Code
10. HOME PHONE NO. AREA CODE ()		11. WORK PHONE NO. AREA CODE ()	

PART B - REGISTRANT'S/GUEST(S) INFORMATION

NAME OF GUEST(S)	SOCIAL SECURITY NO.	DATE OF BIRTH
11.		
12.		
13.		

PART C - FEE INFORMATION

(a) SESSION DESCRIPTION	(b) TICKET NO.(S) (MSD USE ONLY)	(c) NUMBER ATTENDING	(d) COST OF SESSION PER PERSON	(e) DATE AND TIME OF SESSION		(f) TOTAL FEE (Column (c) x (d))
14. RECEPTION			\$ 35.00	09-26-00	7 - 9 p.m.	\$
15. LUNCHEON			\$ 30.00	09-27-00	12:00(N) to 1:00 p.m.	\$

NOTE: There will be no admittance to any paid activity without a ticket. Reception/Luncheon dates/times are subject to change based on availability of speaker(s).

***16. TOTAL AMOUNT DUE →** \$

***NOTE:** A check will be the only acceptable form of payment. Make checks payable to: FSA Conference. YOU MAY SEND YOUR CHECK AND THIS COMPLETED FORM TO USDA, FSA, MSD, RCS, Room 510 Portals Bldg., Stop Code 0564, 1400 Independence Avenue, S.W., Washington, DC 20250-0564 or YOU MAY MAKE PAYMENT ALONG WITH REGISTRATION FORM AT THE CONFERENCE.

17. REGISTRANT SIGN HERE →	DATE
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PART D - FOR FSA USE ONLY

18. CANCELLATION DATE	19. REFUND AMOUNT \$	20. PAID BY:
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PRIVACY ACT STATEMENT

The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The request for the social security number and date of birth of registrants and guest(s) is necessary in the event that a special White House tour or visit by the President or Vice President is arranged. This information is required for White House security. Failure to provide this information shall prevent you from participating in certain National Conference events.